

# RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

February 9, 2016

Held

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 10:00 am by Chairperson Norman Jepson, along with Trustees Robert Brobst, Gloria Baum, Road Superintendent Marc Pope, Fire Chief John Jyurovat, Office Manager Lori Zebrasky and Zoning Inspector Robert Vaughn. Members of the public: Tim Baum and Janice Switzer were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

The following minutes reflect action taken by this Board. The recording of this meeting is on file at the Administrative Office. More detailed information can be obtained by listening to it at our office (Job # 02092016).

Chairperson Norman Jepson led the assembly in "The Pledge of Allegiance".

Trustee Robert Brobst led in Prayer.

Norman Jepson stated that the meeting was being recorded for record purposes, if anyone else is recording, please state so for the record. No one stated they were recording.

#1 Norman Jepson moved resolution to appoint Lori Zebrasky Clerk Pro-Tem for today's meeting, seconded by Robert Brobst.

Roll Call Voting:	Gloria Baum	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#2 Robert Brobst moved resolution to dispense with the reading of the following minutes, seconded by Gloria Baum:

January 12, 2016, Trustees Meeting  
January 26, 2016, Special Meeting  
January 26, 2016, Trustees Meeting

Roll Call Voting:	Gloria Baum	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#3 Robert Brobst moved resolution to approve the following minutes, seconded by Gloria Baum:

January 12, 2016, Trustees Meeting  
January 26, 2016, Special Meeting  
January 26, 2016, Trustees Meeting

Roll Call Voting:	Gloria Baum	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

## **SAFETY REPORT**

Trustee Robert Brobst, presented the Safety Report

#4 Norman Jepson moved to receive the Safety Report, a copy of which can be found in the Addendum, seconded by Gloria Baum.

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Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

## FISCAL REPORT

Chairman Norman Jepson, presented the Fiscal Report

#5 Robert Brobst moved resolution to approve payroll direct deposits # 104-2016 thru 155-2016 Warrants #65048 thru 65091, seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#6 Robert Brobst moved resolution to approve the following Then & Now Purchase Orders over \$3,000.00, seconded by Gloria Baum.  
17-2016 Ohio Township Association Risk Management \$51,705.00  
19-2016 Med-I-Bank \$11,035.75.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#7 Robert Brobst moved resolution approving the following Regular Purchase Orders and Then & Now purchase orders: 17-2016 thru 21-2016, seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#8 Robert Brobst moved resolution to Advance money from the General Fund to the Road Fund in the amount of \$150,000.00, seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#9 Robert Brobst moved resolution to Advance money from the General Fund to Special Assessment (Lighting) in the amount of \$2,000.00, seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

The following is a list of the un-audited balances after the above bills have been paid. Balances are as of 02/9/2016:

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Total All Funds: \$ 653,440.70  
Current Investment Accounts: \$ 417,454.50  
Current Checking Account: \$ 235,986.20

As recommended by the State Auditors, a copy of the revenues status, appropriation status, purchase order status, fund status, payment listing and cash summary by fund are attached to this report. The previous month end was passed out for your review.

#10 Robert Brobst moved to receive the Fiscal Report, a copy of which can be found in the Addendum, seconded by Gloria Baum.

Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

**ROAD AND CEMETARY REPORT**

Road Superintendent Marc Pope read the Road Report.

#11 Norman Jepson moved resolution to purchase a ZD221-48 Kubota Tractor for the cemetery from Kubota Tractor Corporation in the amount of \$9717.20, seconded by Robert Brobst. This Purchase is thru the National Joint Powers Alliance which is a Nationwide Government Purchasing Discount Program similar to State Purchasing.

Roll Call Voting: Gloria Baum No  
Robert Brobst Yes  
Norman Jepson Yes

#12 Norman Jepson moved to receive the Road Report, a copy of which can be found in the Addendum, seconded by Gloria Baum.

Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

**ZONING REPORT**

Zoning Inspector Robert Vaughn presented the Zoning Report.

#13 Gloria Baum moved resolution to use the "new" STOP WORK ORDER, it clearly identifies that zoning violation exists, that work shall stop, deadline for compliance, penalty and the township contact person, seconded by Norman Jepson

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#14 Norman Jepson moved resolution to do away with the "old" STOP ZONING VILOATION", seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

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#15 Norman Jepson moved resolution to receive the Zoning Inspector's report a copy of which can be found in the Addendum, seconded by Gloria Baum.

Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

## Fire Report

No Written Report

## WATER RESCUE REPORT

No written report

## PUBLIC

Janice Switzer discussed the possibilities of the Brown Property Grant and Abandoned Gas Station Grant. Janice is working with Zoning Inspector Robert Vaughn and Fire Chief John Jyurovat.

## OLD BUSINESS

Health Insurance: Chairman Norman Jepson discussed the proposed Health Care Insurance for Saybrook Township Employees, and stated that there is a tentative agreement with both the CWA and IAFF unions.

## Communication/Correspondence

- Ashtabula County Quarterly -Monday February 22, 2016 Dashboard Roundtable, 8-10 am Kent State University, Ashtabula (copy 3-Ts and FO)
- E-Mail regarding information about FirstEnergy's ESP (copy to 3-T's & FO)
- Resident Letter regarding Noise Ordinance. (copy to 3-T's & Zoning)
- Nopec -- Aggregation Program, are we to opt-out of the program or stay in. (stay in program)

## NEW BUSINESS

No New Business

## Announcements for the Record:

- Monday, February 15, 2016 Offices closed to observe Presidents Day.
- The 2015 Mileage certification forms are ready, two trustee's signatures are required. Ashtabula County Trustees Association Meeting is February 18, 2016 and you may sign the forms at that time. A copy of the letter went to the 3T's.

## Executive Session

#16 Gloria Baum moved resolution to go into Executive Session to discuss pay raises for nonunion employees at 10:55 am, action may be taken, seconded by Robert Brobst.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes

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Norman Jepson Yes

#17 Robert Brobst moved resolution to come out of Executive Session at 11:35am, seconded by Norman Jepson.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#18 Norman Jepson moved resolution to increase the salary for the nonunion employees as follows. Starting with the pay of February 19, 2016 and going forward, seconded by Robert Brobst.

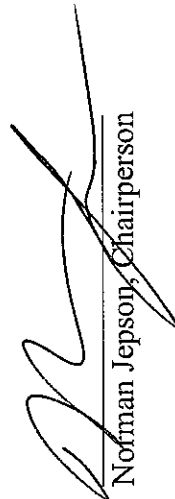
- Office Manager Lori Zebrasky: \$37,440.00 per year
- Part Time Zoning Inspector Robert Vaughn: \$24,500.00 per year
- Road Superintendent Marc Pope: \$68,500.00 per year
- Cemetery Sexton: \$6,500.00 per year
- Part-Time Fire Chief: \$52,500.00 per year

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#19 Norman Jepson moved resolution to adjourn the meeting at 11:40 am, seconded by Robert Brobst.

Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

The meeting was adjourned.

  
Norman Jepson, Chairperson

Lori Zebrasky, Office Manager

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